

District Attorney Legal Secretary

Full-time, regular position in District Attorney's Office. Must have high school diploma or equivalent; prior clerical experience; or any combination of training and experience which provides the required knowledge, skills and abilities. Computer skills, ability to work with the public and good attention to detail necessary. Prior experience in legal field highly preferred. Salary \$14.7636 per hour.

Job description and application available online www.co.juneau.wi.gov or picked up at:

Juneau County Personnel Office
Courthouse Room 205
220 East State Street
Mauston, WI 53948

Application to be received by 4:40 p.m. on December 22, 2014

An Equal Opportunity Employer